



Unit 25 Extension Council Meeting
Wednesday, September 29, 2021
Edwards County Extension Office
350 N. 7th Street
Albion, IL 62806
5:00 p.m.

MINUTES

Members Present: Justine Basnett, Kelley Biggs, Jim Brewer, Terry Bruce, Paul Bruinsma, Kaci Haag, Tonya Potts, Doug Raber, Don Robbins, Kathy St. Ledger

Members Absent: Rhiannon Anderson, Haleigh Buchanan, Sara McGehee, Jan Ridgley

Staff Member Present: Tara Buerster

CALL TO ORDER

Tara Buerster called the meeting to order at 5:05 p.m. Due to this being the first meeting of the new Council, each member introduced themselves, where they work, and their knowledge of Illinois Extension.

APPROVAL OF MINUTES

The September 25, 2018 minutes were reviewed by the group. Kathy St. Ledger made a motion to approve the minutes, Terry Bruce seconded the motion. With Kathy St. Ledger being the only current member who attended the last meeting in 2018 she voted to approve the minutes as presented.

FINANCIAL REPORT

Tara Buerster presented a brief overview of Illinois Extension funding sources, and the Extension Council reviewed the Unit 25 Annual Budget plan document.

NEW BUSINESS

Council Orientation – Tara Buerster provided a 10-minute Extension Council Orientation presentation that included the mission, history, staffing, funding sources, roles of Council members and goals for the upcoming year.

Office Nominations and Elections – Terry Bruce made a motion to nominate Kathy St. Ledger as Chair of the Council, with Jim Brewer seconding the motion. All were in favor; the motion carried. Paul Bruinsma made a motion to nominate Terry Bruce as Vice Chair of the Council, Jim Brewer seconded the motion. All were in favor; the motion carried. Justine Basnett self-nominated herself as Secretary of the Council, with Kaci Haag seconding the motion. All were in favor; the motion carried. Officers for the 2021-22 year will be as follows:

Chair – Kathy St. Ledger

Vice Chair – Terry Bruce
Secretary – Justine Basnett

Engaging Diverse Audiences – Tara Buerster shared with the Council that we as Extension are asked to focus on serving underserved or at-risk audiences. She asked each Council member to think of an individual or group that understands or serves an underserved or at-risk audience that Extension could be reaching out to and serving whether it be through 4-H or other programming we can bring in to our communities.

Open Meetings Act – Tara Buerster shared that the open meetings act training link for the state is currently down and she will update the Council once it is up again. Discussion was held that all Council members will have to go through training regardless of completing the training for other entities. However, County Directors have been asked to record who on Council have completed training for other entities and at this time Jim Brewer and Terry Bruce have completed the annual training for other entities.

Approval Check Signors for In/Out Accounts – The list of proposed check signors was presented to the Council by Tara Buerster. Terry Bruce made a motion to approve the check signors as presented, with Don Brewer seconding the motion. All were in favor; the motion carried. Check signors are as follows:

Edwards County

Tara Buerster
Kathy St. Ledger
Doug Raber

Lawrence County

Tara Buerster
Amanda Loveland
Steven Potts
Debbie McDaniel

Richland County

Tara Buerster
Deborah Mitchell
Tammy Williams

Wabash County

Tara Buerster
Katrina Glick
Haleigh Buchanan

Wayne County

Tara Buerster
Melinda States
Pat Vaughan

Office Space Discussion – Tara Buerster shared with the group that most of the Unit 25 offices currently leased facilities meet and serve the needs of staff, except for, the Edwards County Office. The current office for Edwards County has some structural issues and concerns and Mrs. Buerster has been asked by administration to find a better office location for the Edwards County office. Discussion was held within the group and Council

Member Doug Raber suggested Mrs. Buerster investigate a building on industrial drive in Albion and an office building on 5th street on the square.

Future Needs Assessment – Tara Buerster informed the group that at a future meeting she will have a draft Needs Assessment for them to review, critique and finalize to distribute to assess the needs of the 5-county area for a second educator position.

STAFF REPORTS

Tara Buerster shared with the group that there are two positions currently open for Unit 25. The 4-H Youth Educator position is currently open and accepting applications through October 15th. The position announcement was sent to the Council previously and Mrs. Buerster asked that they share with anyone who might be interested in the position. Kathy St. Ledger asked what qualifications were required for the position and Buerster reviewed qualifications and duties of the position. Buerster went on to share that the vacant SNAP Community Worker position for Wayne/Edwards County will soon be filled with the candidate accepting a verbal offer. Tara Buerster concluded her report with news that the Unit would undergo it's 3-years Administrative/Fiscal review on November 5th with members of the Region 3 office.

FUTURE MEETING DATES

With some of the Council members not present it was agreed that Tara Buerster would send a Doodle poll to the Council via email to establish meeting dates for November, January, and March. The Council agreed the meetings would be held at the Edwards County Extension office due to it being the central location within the Unit.

PUBLIC COMMENT

No public comment was made.

ADJOURN

Don Robbins made a motion to adjourn the meeting, Kaci Haag seconded the motion. All were in favor; the motion carried. The meeting adjourned at 6:35 p.m.